

**DRAFT Minutes**  
**James City Regional LHRC**  
**July 11, 2014**

**Members Present:** Chair, Cheryl Jones, Richard Cottingham, Diane Cooper

**Members Absent:** Shenita Brown, Leslie Brown

**Others Present:** Gail Gay- DSFAP, Lesha Neal-Elam House/DSFAP, Africa Ansari- Nurturing Hearts Services, Elmira King- Milestone, Joyce Martin- 1Life1Love, Inc., Reginald Daye, Regional Advocate, DBHDS, Victory Whitaker- FAM MATT, Simona Haqq- Human Rights Advocate in training DBHDS

**Others Absent:** N/A

**Call to Order:** The meeting was called to order by Cheryl Jones, Chair at 9:10 a.m.  
The meeting took place at 11815 Fountain Way- Newport News, VA.

**Adoption of Agenda:** A motion was made, seconded and approved to adopt the agenda

**Approval of Minutes:** A motion was made, seconded and approved to approve the minutes from April 11, 2014 and May 19, 2014.

**Public Comments:** None

**Old Business:** Committee now full as Leslie Brown will be joining effective term appointment of July 1, 2014- June 30, 2017.

**New Business:** Nurturing Hearts services executive Africa Ansari seeking affiliation. Services to be provided include intensive in-home services to all population of children and adults covered through waiver. Will provide supportive in-home services to include assisting with ADL (Activities of Daily Living), transporting to doctor's appointments and other community activities.

### James City LHRC- Minutes 7/11/14

Nurturing Hearts will serve those intellectually disabled. The program is located in Newport News, VA, and is currently operating its office out of the home as they are not yet licensed and therefore, have no clients. Once they start to receive clients, the program will consider setting up an office in City Center- Newport News, VA. Motion was made and seconded to grant Nurturing Hearts affiliation with James City Regional LHRC. Behavior Management Techniques and Rules of Conduct were reviewed by committee and motion was made and seconded after explanation by the provider to approve both. The motion carried. The program's address is: P.O. Box 2361; Newport News, VA 23609-0361; Phone # 757-893-7000. ([nurturingheartssrv@gmail.com](mailto:nurturingheartssrv@gmail.com))

### Advocate Report:

Reginald Daye reminded providers that quarterly reports are due two weeks prior to every quarterly meeting. Providers should all be using the CHRIS system to report and copies should be mailed to Mr. Daye and committee members in time to review before each quarterly meeting. The committee does not have to accept late reports and will be enforcing this policy. Providers should report ALL peer to peer allegations and any complaints in their program within 24 hours to include abuse allegations. Human Rights will begin requesting citations from licensing for failure to report and document complaints in your programs. Simona Haqq introduced as a new human rights advocate in training who will eventually conduct site reviews and eventual committee assignment.

Lesha Neal, representing DSFAP will provide liaison support services for year term effective 7-11-14. An update corporate agreement has been signed by the Chair indicating LHRC approval.

### Affiliates reports:

1. **Family Matters-** 0 cases of allegation and abuse- CHRIS report given. Currently licensed.
2. **Elam House- reported-** 0 cases of allegation and abuse. Currently letter of good standing. Site review due August 2014. Barry Lee Licensing specialist. Current census 0.
3. **DSFAP-** Current census 27, last quarter report given. 2 allegations of abuse to be discussed in closed session, both closed cases. Added administrative support 24 hours on call to address human rights reporting in a timely fashion. Currently licensed- Gail Schreiner, Licensing Specialist.

4. **Milestone- Current** census 36, licensing specialist- Barry Lee, 0 complaints allegations of abuse. License current.
5. **1Life1Love - Licensing** specialist Barry Lee, current census 44, (35 Intensive in home, 9 MH) o abuse allegations/complaints. Will continue to comply with all regulations. Conducted Human Rights training on 5-19-14. No service additions, closings, citations, now new admissions.

**Closed Session:**

Local Human Rights Committee voted to go into closed session according to Va. Code- 2.37118 for the purpose of reviewing complaint allegations of Dominion Services for all People.

The LHRC voted to come out of closed session.

Upon entering into open session each member certified that the only thing that took place while in closed session was the review of DSFAP complaints.

There were no recommendations.

**2014 FOIA Training:**

Mr. Daye conducted FOIA training for the members of the James City Regional LHRC.

**Next Meeting:** The next Human Rights meeting will be **October 10, 2014 at 9am.**  
The meeting will be held at 11815 Fountain Way Newport News, VA  
23606

**Adjourned:** The meeting was adjourned by Cheryl Jones at 11:10 a.m.

Typed by James City Regional LHRC Support Secretary \_\_\_\_\_

James City Regional LHRC Chair \_\_\_\_\_  
Cheryl Jones